



Custodian

Grant County is recruiting for a **limited term** custodian to work up to 40 hours per week in the Administration building and Courthouse. Duties may include: Keep walkways, lobbies, offices, stairs and equipment in a clean and orderly condition; vacuum, dust, sweep, mop, and scrub; clean and sanitize restrooms and keep them supplied with soap, towels and toilet paper; collect and dispose of trash and recycling; load and transport office and other supplies; other related duties as assigned.

Minimum Qualifications

Education:

1. Graduation from high school or equivalency diploma required
2. Specialized training in custodial, janitorial and building / equipment maintenance preferred
3. Training in universal blood and bodily fluid precautions desirable

Experience: Previous custodial or janitorial work required

How to Apply: A [Grant County Employment Application](#) and [job description](#) may be obtained online at www.co.grant.wi.gov (click on Employment Opportunities), by calling (608)723-2540, or at the County's Personnel Department. **The employment application must be submitted to the following address.**

Grant County Personnel

111 S. Jefferson St

PO Box 529

Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

GRANT COUNTY JOB DESCRIPTION

TITLE: LTE Custodian

DEPARTMENT / AGENCY: County Clerk's Office

IMMEDIATE SUPERVISOR: County Clerk

PAY RANGE: LTE Schedule

FLSA: Non-exempt

NATURE OF WORK

This position is responsible for performing a variety of custodial tasks in and around the Administration Building and Courthouse.

MINIMUM QUALIFICATIONS

Education:

1. Graduation from high school or equivalency diploma required
2. Specialized training in custodial, janitorial and building / equipment maintenance preferred
3. Training in universal blood and bodily fluid precautions desirable

Experience:

Previous custodial or janitorial work required

Knowledge, Skills and Abilities:

1. Ability to operate and maintain housekeeping equipment such as vacuums, brooms, floor scrubbers and buffers
2. Knowledge of cleaning methods and procedures
3. Knowledge of use and effects of hazardous materials such as soaps, disinfectants, powders, polishes and waxes
4. Knowledge of window washing
5. Ability to follow oral and written instructions
6. Ability to meet the physical demands of the job including bending, lifting up to 25 lbs. without assistance, moving, climbing, stooping, snow removal, and stand or walk for most of the working day
7. Ability to work effectively and harmoniously with others: co-workers and public alike
8. Knowledge of universal blood and bodily fluid precautions

ESSENTIAL FUNCTIONS

Perform a variety of custodial tasks including, but not limited to the following:

1. Keep walkways, lobbies, offices, stairs and equipment in a clean and orderly condition
2. Cleaning to include but not limited to sweeping, mopping, scrubbing, stripping, waxing /or polishing floors, vacuuming /or shampooing carpets or rugs, washing, dusting, waxing /or polishing furniture, washing walls, woodwork, windows, draperies, and fixtures
3. Clean and sanitize restrooms and keep them supplied with soap, towels and toilet paper
4. Collect and dispose of trash and recycling
5. Remove snow and ice from sidewalks

SUPERVISION RECEIVED

Supervised by the County Clerk

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

Vibrations and noise from motorized equipment; exposed to extreme weather and temperature; must be able to bend, lift up to 25 lbs. without assistance, climb ladders and stoop to perform duties; personal protective equipment is required for some job tasks; dexterity in moving and picking up objects is required

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

06/13/2018